



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

(Established through Act No.18 of 2008)

**ANDHRA PRADESH, INDIA**

*(Catering to the Educational Needs of Gifted Rural Youth of Andhra Pradesh)*

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Ref. No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2021/02

Dated: 19.11.2021

## **SHORT TENDER NOTICE**

*For*

**Event Management of 5<sup>th</sup>**

**Convocationat**

**RGUKT RK Valley Campus**

**of**

**Rajiv Gandhi University of Knowledge Technologies**

**Andhra Pradesh**

**Proprietary & Confidential**



**Rajiv Gandhi University of Knowledge Technologies - AP**

**Nuzvid Campus, Mylavaram Road, Nuzvid, Krishna District,**

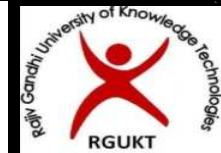
**Andhra Pradesh - 521202**

**Proprietary & Confidential**

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News paper advertisement

**E-Procurement Short Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

(Established through Act No.18 of 2008)

ANDHRA PRADESH, INDIA

Ref. No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2021/02

Dated: 19.11.2021

**E-PROCUREMENT SHORT TENDER NOTICE**

Online tenders are hereby invited for selection of an Event Management Firm for preparation of venue for the 5<sup>th</sup> Convocation at RGUKT-RK Valley campus located at Idupulapaya (V), Vempalli (M), Kadapa District, AP.

Interested bidders can download and submit the bids online from 23.11.2021 at 11:00 AM to 30.11.2021 up to 5:00 PM through <https://tender.approcurement.gov.in> (AP Portal). For further details visit university website: [www.rgukt.in](http://www.rgukt.in).

Sd/-  
Registrar (i/c)

## Time schedule of Tender related events

Bid calling date	19.11.2021
Bid Documents Downloading Start date	23.11.2021 from 11:00 AM
Prebid meeting date	25.11.2021 at 11:00 AM
Bid Document Downloading End Date	30.11.2021 at 04:30PM
Last date for uploading documents online	30.11.2021 till 05:00 PM
Last date for Submission of documents (hard copies)	02.12.2021 till 05:00 PM.
Technical Bid opening date/time	04.12.2021 at 10:30 AM.
Price Bid opening date/time	04.12.2021 at 05.00 PM
Contact person	The Registrar, RGUKT-AP

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: +91 40-39999700, 39999701

**Sd/-**

Registrar, RGUKT-AP

### **CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only on [procurement@rgukt.in](mailto:procurement@rgukt.in) on or before 24.11.2021 before 5:00 PM. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT-AP website i.e. [www.rgukt.in](http://www.rgukt.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

**SECTION - I**

**INVITATION FOR BIDS**

Ref. No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2021/02

Dated: 19.11.2021

**Subject:** Tender for Event Management of Convocation at the premises of RGUKT RK Valley, YSR Kadapa District – Reg

1. RGUKT RK Valley is celebrating its 5<sup>th</sup> convocation on 24<sup>th</sup> December 2021 (tentative schedule). About 1200 degree holders, 1200 parents, 400 guests, 500 employees (teaching and non-teaching) and 2000 resident students totaling 5300 members will become part of the event. Offers are invited from reputed firms/event management agencies/companies etc. for venue preparation in the premises of RGUKT, Rajiv Knowledge valley of RGUKT-AP on the occasion of 5<sup>th</sup> Convocation Day.
2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Tender Fee of Rs. 10,000/- and Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft issued in favour of "The Registrar, RGUKT-AP", drawn on any scheduled bank payable at Nuzvid and other requisite technical bid documents to the undersigned duly superscripted "Bid for TENDER NO: Ref.No: RGUKT-AP/E-Proc/Event Mgt./CNVC/2021/02" before 17:00 hrs on 02.12.2021. The technical bid documents received after this deadline shall not be entertained under any circumstances whatsoever and the Bid valid period is 90 days.
3. The technical bid documents envelopes are to be sent through registered/speed post addressed to The Registrar (i/c), Nuzvid Campus, Mylavaram Road, Nuzvid, Krishna District, Andhra Pradesh – 521202. Bids sent by COURIER will not be entertained.
4. Price Bids will be opened on 04.12.2021 at 05:00 PM in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.
5. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar through the website [www.rgukt.in](http://www.rgukt.in)
6. Registrar, RGUKT-AP, reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, RGUKT-AP in this regard shall be final.

Sd/-  
Registrar, RGUKT-AP

## **Eligibility Criteria for Qualifying in Technical Bid**

The agency should meet the minimum eligibility criteria:

1. A minimum experience of three years in the field of event management. Valid documents in support of experience must be attached.
2. Agency should have valid GST registration.
3. Copy of PAN Card.
4. Income tax return acknowledgement of 3 years is required.
5. Firm should have minimum cumulative turnover of Three crores (3 Crores) for the past three consecutive financial years and must have minimum of one crore and above turnover in the previous financial year i.e. 2018-19, 2019-20 and 2020-21 and should produce the supporting documents such as Copy of Income Tax returns filed, Acknowledgements and audited financial statements for three consecutive years from the year 2018-19, 2019-20 and 2020-21, audited financial statements and form 26 AS.
6. The offer must be supported by tender fee of Rs. 10,000/- and EMD of Rs. 1,00,000 in the form of demand draft in favor of "The Registrar, RGUKT -AP " drawn on any scheduled bank, payable at Nuzvid.
7. Affidavit duly certified by the notary at the location of the Agencies/Headquarters or at Vempalli that the bidders has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending as per format enclosed.

### **Proposed work & Tentative Specification/Condition**

Details of tentative specification/condition are as per **Annexure 2**.

### **Evaluation Criteria**

1. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Price bid of only shortlisted (technical bid) bidders will be opened.
3. Selection will be based on lowest total of price bid. Note: Price bid should be exclusive of taxes.
4. In case of tie, among two or more bidders then the bidder with highest turnover will be awarded the contract.

## **General Instructions to Bidders**

1. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD) and Tender fee. The financial bid should contain only commercial. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. **The name and signature of bidder's authorized person should appear on each page of the tender. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.**
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected straightaway.
5. Tenders received without Tender Fee and EMD amount by way of demand draft in favour of Registrar, RGUKT-AP will not be considered at all.
6. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, after completion of event. The EMD submitted by successful bidder shall be returned back after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
7. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in RGUKT will stand automatically extended up to 16.00 hours of the next working day in the Government offices.
8. Late/delayed tenders received in RGUKT due to any reason whatsoever will not be accepted under any circumstances.
9. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT ([www.rgukt.in](http://www.rgukt.in)). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the Technical and Price bids at the time and date as specified in the Schedule. **The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.** The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

- 11. BID PRICES:**
- a) The bidder shall give the total composite price exclusive of GST as per price schedule given in Annexure-3. The offer shall be firm in Indian Rupees only. No foreign exchange will be made available by the purchaser.
  - b) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.
12. **Submission of Technical Bids:** The documents that are uploaded online on e-procurement place will only be considered for bid evaluation. After uploading the document copies of the uploaded technical bid documents along original demand drafts in respect of EMD and Bid document fee have to be submitted by the bidder to address given below by 5 PM, 02.12.2021:
- Address:  
The Registrar (i/c),  
Nuzvid Campus,  
Mylavaram Road, Nuzvid,  
Krishna District, Andhra Pradesh - 521202
13. The institute will not be responsible regarding non visibility of the scanned and uploaded documents and the same shall stand liable for rejection.
14. RGUKT-AP shall not be responsible on account of postal delay.
15. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/fabricated /bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security (EMD) will be forfeited.
16. **Financial Bid: The Financial Bid should be submitted through e-procurement platform only (Annexure-3& Annexure-A).**



## **Terms & Conditions of Tender**

- 1) **Language:** The language of the Tender shall be in English.
- 2) Late/delayed tenders received in RGUKT due to any reason whatsoever will not be accepted under any circumstances.
- 3) **Documents to Accompany Tender:** The Bidder shall submit the Documents mentioned in the Eligibility Criteria of the Tender along with Technical bid.
- 4) **Return of Earnest Money :-**
  - a. After the completion of event, the deposited Earnest Money will be returned back to the unsuccessful bidders.
  - b. On receipt of Security Deposit by the successful bidder, the deposited Earnest Money will be returned back to the successful Bidder.
- 5) **Deposition of Security Money:-** The Successful bidder must deposit the requisite amount of Security Money (3% of the tender value) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft in favour of The Registrar , RGUKT-AP payable at Nuzvid.
- 6) **Forfeiture of Security Money :-**
  - a. In the event of failure to supply or maintain the goods/articles/performance services as per Work Order within the stipulated period, the security deposit may be forfeited.
  - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractor's risk and cost without any further reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
  - c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- 7) **Refund of Security Deposit -** After successful completion of entire supply and period of service, Security Deposit will be refunded within one month.
- 8) The quantity mentioned in the price bid (Annexure-3) is minimum guaranteed quantity for which institute is inviting offer. However, number of guests may increase at the time of convocation; it is the responsibility of the bidder to arrange seating to all the members present at the time of convocation.
- 9) On Consumption of extra quantity, payment will be made on verification of actual quantity supplied by the representative appointed by the institute for this purpose.
- 10) **Payment:** 100% Payment will be made by accounts department within reasonable time i.e. 15 days from the date of the function after performance of job as per Annexure 2 against work order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order
- 11) **Disputes:-** In the event of any dispute or disagreement arising between the contractor and any other department of RGUKT-AP with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Registrar, RGUKT-AP whose decision will be final and binding upon the contractor.
- 12) Rate must be valid for a period of 120 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.

- 13) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
- 14) The RGUKT-AP reserves all rights to accept or reject any Tender without showing any reason.
- 15) The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in RGUKT-AP or in any other Institute run by the state or central government., will not be considered even his being the lowest rate.
- 16) Any future clarification(s) and / or corrigendum(s) shall be communicated by the Registrar, RGUKT-AP through the website [www.rgukt.in](http://www.rgukt.in).
- 17) Registrar, RGUKT-AP reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Registrar, RGUKT-AP in this regard shall be final.
- 18) As per the onsite requirement, the successful bidder need to provide additional facility with mutually agreed price.

Sd/-  
Registrar, RGUKT-AP

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

**Signature of the tenderer**

Mobile Number:

(with seal)

## Annexure-1

### BIDDER INFORMATION

S.No.	Details	
1	Name of the firm/Company/ Proprietary Concern	
2	Address of registered office	
3	Earnest Deposits money (EMD) Yes/No	
4	<b>EMD Details:</b> Demand Draft No. :Dated: Drawn on Bank: Amount (In Figures):Amount (In Words):	
5	Banker of Company/ Firm/agency with full addressTelephone Number of Banker	
6	PAN No. (Attach attested copy)	
7	GST Number (Attach attested copy)	
8	Whether rates are quoted as per format mentioned in the Bidding Document or not.(Yes/No)	
9	Whether rates quoted are exclusive of all taxes ornot (Yes/No).	

10	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as taken of acceptance and submit aspart of tender document.	
11	Proof of Turnover documents attached as per eligibility criteria such as Copy of Income Tax returns filed, Acknowledgements and audited financial statementsand form 26 AS. (Yes/No)	
12	Enclose an affidavit duly certified by (enclosed/Not enclosed) the notary at the location of the Agencies' Headquarters or at Vempalli, that the tenderer has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	

(Signatures of the authorized signatory with seal of tendering firm)

Date:

Name:-

Place:

Address:-

Mob. No. –

## ANNEXURE - '2'

### Requirements / Specification & Conditions

S.No	Description
1	<p>A) Temporary water proof, fire retardant German hanger structure with a span of 40 meters width X 120 meters length with top and side covering with PVC fire retardant fabric with a side height of approx.6 meters and the center height of approx.12 meters which withstands the wind speed of 100 Km/hour.</p> <p>i. Entire area should be covered with Green carpet except on walk ways and on stage. ii. Walk ways should be covered with Red carpet iii. Should provide D zone steel barricading around the stage with proper fixing arrangements to ground of 5 ft high complete. iv. Sufficient lighting should be provided in the day time for the entire area. v. Special lighting arrangement must be provided at the stage along with lighting truss.</p> <p>B) A new green carpet should be placed on the stage of size 60 feet length x 40 feet width.</p> <p>C) Stage Flower decoration (fresh flowers of Anthurium, Orchid, Lilies, Carnisium)</p> <p>D) Royal chairs on stage – 21 Nos (1 for Chief Guest and 20 for dignitaries)</p> <p>E) Podium with Mics - 2Nos</p> <p>F) Tower A.C - 4Nos (5 TON)</p> <p>G) Pedestal fans- 14Nos (Heavy Duty)</p>
2	<p><b><u>Specifications of Robing and Refresh room for Chief Guest, GC and AC Members:</u></b></p> <p>Temporary water proof, fire retardant German hanger structure with a span of 15 meters width x 15 meters length with top and side covering with PVC fire retardant fabric with a side height of 4 meters and the center height of 6 meters which withstands the wind speed of 100 Km/hour.</p> <p>i. Internal partition should be made for refresh room as per the requirement ii. Entire area should be covered with a new green carpet.</p>

3	<p><b><u>Robing room furniture requirement:</u></b></p> <ol style="list-style-type: none"> <li>1. Single seated sofa for Chief Guest- 2 Nos.</li> <li>2. Guest of Honors single seat sofa - 3 Nos.</li> <li>3. 3 seated VVIP Sofas - 6 Nos.</li> <li>4. Chairs for photo shoot - 15 Nos.</li> <li>5. Tower Air conditioner (5 tons) - 2 Nos.</li> <li>6. Bio toilet - 2 Nos.</li> </ol>
4	VVIP sofa set – 50 Nos (each sofa should seat 3 members)
5	VIP, Staff, Media and Graduates chairs – 4000Nos (Chairs with cushion and cloth)
6	Video/Photo/Live & LED Walls-6 Nos
7	Lighting arrangements with Diesel generators (120 kVA) with fuel and operator - 2 Nos
8	Silent Diesel Generators for stage and media (125 kVA) with fuel and operator - 2 Nos
9	Steel Barricading works 5000 Rft.
10	Bio Toilets with western style W.C, urinals and wash basins 6 nos

**ANNEXURE “3”**

**FINANCIAL BID**

<b>Item .No.</b>	<b>ITEMS WITH SPECIFICATION</b>	<b>QUANTITY</b>	<b>Total Amount (INR) (exclusive all Taxes )</b>
1	5 <sup>th</sup> Convocation Event Management ( <b>Please mention unit cost break-up in Annexure ‘A’ attached</b> )	As per Annexure ‘A’ attached	
	<b>Total</b>		

(Signature of Authorised

Person)(Name)

(Designation)

Name of

Firm/Company/AgencyContact

Details

**ANNEXURE "A"**

**ANNEXURE TO PRICE BID FORM**

**COST BREAK-UP FOR ITEM NO.1 CONVOCATION VENUE PREPARATION**

S.No.	Item Description	Unit	Quantity	Price/Unit (exclusive all Taxes)	Total Amount (INR)(exclusive all Taxes)
1.	Temporary water proof, fire retardant German hanger structure with a span of 40 meters width X 120 meters length with top and side covering with PVC fire retardant fabric with a side height of approx.6 meters and the center height of approx.12meters which withstands the wind speed of 100 Km/hour.  Sufficient lighting should be provided in the day time for the entire structure.	Sq. m	40 mtrs X 120 mtrs		
2.	Lighting Truss for the stage of size 60 feet length X 40feet width x 20 ft height along with the following lighting arrangements. i. White lamps 400 watts – 20 Nos. ii. Halogen Lamps 1000 watts – 10 Nos.or suitable LED lights to give sufficient lighting for the entire stage.	Nos	20 Nos 10 Nos.		
3	Brand New Green carpet on stage of size 60 feet X 40feet.	Sq.ft	2400 Sq.ft		
4	New Green carpet in the front portion of length 40 m for the entire width of 40 m	Sq. m	1600 Sq.m		
5	Green Carpet (New/Used) in the back portion of length 80 m for the entire width of 40 m	Sq. m	3200 Sq.m		
6	Red Carpet (New) for the procession walk way (70 m) and in the centre aisle of length 10 m of width 5 m	Sq. m	400 Sq.m		
7	Red Carpet (New/ Used) for the Centre aisle of length 80 m for the width of 5 m	Sq. m	400 Sq.m		
8	Entire Stage Flower decoration (fresh flowers of Anthurium, Orchid, Lilies, Carnisium)	Job	1		
9	Royal chairs on stage for Chief Guest	Nos	1		
10	Royal chairs on stage for all other dignitaries	Nos	20		
11	Podium with Mics	Nos	2		
12	Tower A.C (5 TON)	Nos	6		
13	Pedestal fans heavy duty- 15Nos	Nos	14		
14	Silent Generators 125 kVA with diesel and operator	Nos	2		
15	Steel Barricading: i. Crowd control steel barricades of height 4 ft ii. Should provide D zone steel barricading around the stage with proper fixing arrangements to ground of 5 ft high complete.	Rft.	5000		



16	VVIP sofa set (each sofa should seat 3 members)	Nos	50		
17	VIP, Staff, media and Graduates chairs - (Chairs with cushion and cloth)	Nos	4000		
18	LED - P4 LED wall - 10 ft X 6 ft	Nos.	6		
19	HD Video camera - Canon 5 D mark - 3 (70 - 100 lens)	Nos	2		
20	HD camera for photography - 150 Panasonic/Sony/Samsung including coverage	Nos	4		
21	Media platform 20 ft X 20 ft X 1.5 ft	Each	2		
22	Entry gate/Welcome gate on wooden/bamboo frame with brand new cloth combination and flower decoration. 3 meters wide X 5 meters height	Job	1		
23	<b><u>Specifications of Robing and Refresh room for C.M and GC &amp; AC Members:</u></b> Temporary water proof, fire retardant German hanger structure with a span of 15 meters width x 15 meters length with top and side covering with PVC fire retardant fabric with a side height of 4 meters and the center height of 6 meters which withstands the wind speed of 100 Km/hour. i. Internal partition should be made for refreshroom as per requirement ii. Entire area should be covered with a new green carpet	Sq.m	225 Sq.m		
24	<b><u>Robing room furniture requirement:</u></b>				
	i. Single seated sofa for Chief Minister	Nos	2		
	ii. Guest of Honor single seated sofa	Nos	3		
	iii. Tower air conditioner (5 TON)	Nos	2		
	iv. Robe Hangers (Stand type)	Nos.	6		
	v. 3 seated VVIP sofas	Nos.	6		
	vi. Chairs for photo shoot	Nos.	15		
	vii. Bio toilet	Nos.	2		
25.	Bio Toilets with western style W.C, urinals and wash basins	Nos	6		
	<b>Total (To Be mentioned against cost of Item no. 1 in price bid form)</b>				

(Signature of Authorised  
Person)(Name)  
(Designation)  
Name of  
Firm/Company/Agency  
Contact Details

**ANNEXURE “4”**

**AFFIDAVIT**

**(On Non-Judicial Stamp paper of Rs. 100)**

I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ resident of \_\_\_\_\_ Proprietor/Director  
authorized signatory of the agency/Firm (M/s \_\_\_\_\_), do hereby  
solemnly affirm and declare as follows:

1. I am an authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood whole tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director or the Company (Agency).
5. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Registrar, RGUKT-AP immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.
6. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.

(Signature of the Bidder)

Date:

Name:

Place:

Designation

Seal of the Agency

Address:

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

**Annexure-‘5’**

**Technical Check List**

<b>S.NO</b>	<b>Particulars</b>	<b>Name of the file uploaded</b>	<b>Page Name</b>
1.	Bid Processing Fee by way of DD from any nationalized Bank		
2.	EMD (DD) from a Nationalized bank		
3.	Bidder Information sheet (Annexure-1)		
4.	Valid Registration certification of the Agency/Firm		
5.	Valid GST Registration certificate		
6.	Valid PAN card		
7.	The bidder should have the minimum average turnover of Rs. 3.Crore during last three years certified by the chartered account. (form 26AS must be submitted)		
8.	Annual returns of previous Three years supported by audited balance sheet (form 26AS must be submitted)		
9.	Document/Papers supporting previous experience minimum for Two years		
10.	List of major customer whom which the similar service Executed		
11.	Non Blocking Certificate (Annexure-4)		
12.	Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm’s stamp at each page of the bid document and all its annexure.		

**NOTE: All pages of the bid documents must be serially numbered and signed.**

Place & Date: Bidder’s Signature with Seal